
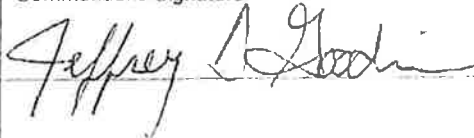


STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command 580 West Valley	Division Southern	Number Chapter 8
Evaluated by: Justine Lam		Date 5/11/09 & 5/12/09
Assisted by: Ana Markey		Date: 5/11/09 to 5/12/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature	
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level		
<input type="checkbox"/> Office of Inspections	<input type="checkbox"/> Voluntary Self-Inspection		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Commander's Signature	Date
BY <input type="checkbox"/> Follow-Up Inspection			6/12/09
For applicable policies, refer to HPM 11.1, Chapter 6.			

Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.

1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were over \$50,000
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services

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CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are several existing contracts in place with some governmental agencies. If no contract has been entered, then an agreement (CHP465) is attached.

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29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No extraordinary protective services agreements were reviewed
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

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COMMAND REIMBURSABLE SERVICES

46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A copy is due to the Division by the 15 th of each month. The due date is delayed because the overtime report does not get printed by Headquarters until the 9 th .
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Not handled at Area/Division level.
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All checks made to CHP.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: 580 West Valley	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/11/09 to 5/12/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level	Total hours expended on the inspection: 7	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 6/22/09	

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On May 11 and May 12, 2009, Southern Division conducted an inspection on West Valley Area's reimbursable services. The review was done by inspecting ten documents of the Area's reimbursable services for the period of May 1, 2008 to April 30, 2009 and assessing them for compliance to Highway Patrol Manual (HPM) 11.1, Chapter 6.

West Valley's reimbursable services is handled by the Area Overtime Coordinator, Officer Christopher Van Klaveren as designated by the Area Standard Operating Procedures (SOP). Officer Van Klaveren has assumed this position for approximately two years. It was apparent during this inspection that Officer Van Klaveren had good knowledge of the policies and procedures relating to reimbursable services.

After completion of the CHP 465 and 467, Officer Van Klaveren forwards the documents to the commander for review and signature.

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Command: 580 West Valley	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/11/09 to 5/12/09

ACTION ITEMS

Action Item #1

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

ote: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

Two out of ten documents reviewed were Bailiff details that did not have a special project code (SPC) attached to the details. Due to this omission, all of the Bailiff reimbursable details from May 1, 2008 to April 30, 2009 were reviewed and all were found to have no SPC's attached to the details. The Area Overtime Coordinator also confirmed there was no SPC's used on all the past details. It was identified that the special project field on the 415s were left blank and the reimbursable overtime hours were being charged to the Area's annual overtime budget as a non-reimbursable service (see highlighted fields in attachments 1 and 2). Per HPM11.1, Chapter 6, paragraph 8.a.(3), reimbursable special project code number is required when completing the 415.

The counter receipt number (on form CHP251) and the R# were not written on the checks collected. Per HPM11.1, Chapter 4, paragraph 8a.(6), the counter receipt number needs to be indicated on the check.

On the CHP465 form (#9 line item), the deposit collected should only be written if a check was collected by the Area. It was identified that several CHP 465's indicated a check had been collected by the Area when in fact it was paid directly to Division.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)
See Corrective Action Plan/Timeline

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Command: 580 West Valley	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/11/09 to 5/12/09

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

Prior to the inspection, I had Officer Covington do an informal inspection. We found the CHP 466 was not being maintained properly so we made one for the 2008-2009 year. So, it is now being maintained with a new one set to start on July 1, 2009.

We are now e-mailing a copy of the log to Division.

The log is now maintained at the Area.

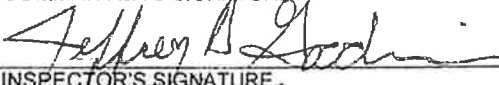

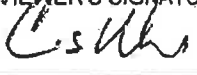
Note: Action to non-Chapter 8 issues found.

We are now utilizing the SPC Code for the Baliff duties which in turn helps with our OT picture.

Officer Van Klaveren now writes the R# on checks collected and only the checks he collects are listed for the deposit requirement by Area.

All items requiring action have been rectified.

All items have been corrected.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/12/09
	INSPECTOR'S SIGNATURE 	DATE 6-10-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/22/09

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Command: 580 West Valley	Division: Southern	Chapter: 8
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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 7	<input type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 6/22/09		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On May 11 and May 12, 2009, Southern Division conducted an inspection on West Valley Area's reimbursable services. The review was done by inspecting ten documents of the Area's reimbursable services for the period of May 1, 2008 to April 30, 2009 and assessing them for compliance to Highway Patrol Manual (HPM) 11.1, Chapter 6.

West Valley's reimbursable services is handled by the Area Overtime Coordinator, Officer Christopher Van Klaveren as designated by the Area Standard Operating Procedures (SOP). Officer Van Klaveren has assumed this position for approximately two years. It was apparent during this inspection that Officer Van Klaveren had good knowledge of the policies and procedures relating to reimbursable services.

After completion of the CHP 465 and 467, Officer Van Klaveren forwards the documents to the commander for review and signature.

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Command: 580 West Valley	Division: Southern	Chapter: 8
Inspected by: Ana Markey & Justine Lam		Date: 5/11/09 to 5/12/09

ACTION ITEMS

Action Item #1

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- No CHP466, R# Log was maintained by the Area.

Note: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

Two out of ten documents reviewed were Bailiff details that did not have a special project code (SPC) attached to the details. Due to this omission, all of the Bailiff reimbursable details from May 1, 2008 to April 30, 2009 were reviewed and all were found to have no SPC's attached to the details. The Area Overtime Coordinator also confirmed there was no SPC's used on all the past details. It was identified that the special project field on the 415s were left blank and the reimbursable overtime hours were being charged to the Area's annual overtime budget as a non-reimbursable service (see highlighted fields in attachments 1 and 2). Per HPM11.1, Chapter 6, paragraph 8.a.(3), reimbursable special project code number is required when completing the 415.

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On the CHP465 form (#9 line item), the deposit collected should only be written if a check was collected by the Area. It was identified that several CHP 465's indicated a check had been collected by the Area when in fact it was paid directly to Division.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,

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etc.)

Required Action

Corrective Action Plan/Timeline

Prior to the inspection, I had Officer Covington do an informal inspection. We found the CHP 466 was not being maintained properly so we made one for the 2008-2009 year. So, it is now being maintained with a new one set to start on July 1, 2009.

We are now e-mailing a copy of the log to Division.

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Inspected by: Ana Markey & Justine Lam		Date: 5/11/09 to 5/12/09

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE	DATE
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

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Command: West Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/13/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

Inspector's Findings:

On May 11 and May 12, 2009, the Southern Division Inspection Team conducted an inspection of the West Valley Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (18 documents) of the Area's CHP 735's for the previous twelve months were inspected. Due to some discrepancies in the time frames and reimbursable billing rates, an additional ten percent (36 total documents) were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A), generated by Area Information System (AIS), was utilized to verify the processing of the CHP 735's.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: West Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/13/2009

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The CHP 735 program is processed and monitored by the Area Court Officer as designated by Area Standard Operating Procedures (S.O.P.). The West Valley Court Officer assumed the position in November 2008. In addition to regularly assigned duties (court, filings, etc.), the Court Officer has a good understanding of the requirements of HPM 11.1, Chapter 20, and is fairly organized with paperwork files. The Court Officer is still attempting to learn all the capabilities (tracking, monitoring, etc.) of the Area Information System (AIS). Currently, the Court Officer is the final level of review for submitted CHP 735's and signs for the Area Commander. There is no additional review of submitted CHP 735's by supervision or management prior to processing to Fiscal Management Section (FMS).

The West Valley Administrative Sergeant assumed the position in May 2004. The Administrative Sergeant supervises the Court Officer position and completes the review of only disputed claims at the requests of Fiscal Management Section (FMS).

The West Valley Area Commander assumed the position in August 2008. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of CHP 735's is delayed based upon report completion, Accident Investigation review and supervisory review. Once the review is completed, the entire report and CHP 735 documentation is forwarded to the Area Court Officer for final review, processing and criminal filing. With an eight day time frame requirement for the completion of traffic collisions, the ten day requirement is not met on B.A.C. results received the day of arrest (Breath).
- The Area Court Officer does not monitor the B.A.C. results of pending CHP 735's on a regular basis. The Area Evidence Officer processes lab results through clerical once they are received. The AIS system is not commonly utilized to record B.A.C. results (other than Breath) or the date they were received. Without proper input of the B.A.C. results and the date received, the court officer does not have access to blood/urine results for the timely processing of CHP 735's.
- It was determined that the current and previous court officers have utilized several different methods of recording the date the CHP 735 was forwarded to FMS. Some CHP 735's have the date written directly on them. Some documents have the date indicated in the AIS and therefore is present on the CHP 735A when generated. Several dates are indicated on both the CHP 735 and in AIS. Although eventually processed, some CHP 735's had no indication of the date it was forwarded to FMS.

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Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The Area Court Officer monitors the suspense file and criminal conviction status on a quarterly basis. The Area Court Officer does not have access to the court system (CCHRS or TCIS) to verify the conviction status on suspended CHP 735's. The AIS is not commonly utilized to record court status updates, including conviction status. Without proper input or monitoring of convictions or dismissals, the Court Officer cannot process the pending CHP 735's within the required time frame.

Action Item #3 – Ensure the CHP 415 indicates billable DUI time and that the time is listed in the notes section of the CHP 415 and broken down by specific activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- The Area CHP 735 Officer ensures all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. However, many of the CHP 415's attached do not indicate what billable activity is recorded on the CHP 735 as required. Some of the CHP 415's indicated billable activity time by highlighting the activity time corresponding with the CHP 735. Although the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 3 hours = Response/DUI TC/Booking/Paperwork) and are not easily recognizable and/or verifiable.

Action Item #4 – Ensure the current hourly rate for reimbursement, based upon the Comm-Net sent to the command by FMS, is being utilized, in accordance with departmental policy, HPM 11.1, Chapter 20. In addition, the most current revision of the CHP 735 shall be utilized to ensure proper billing amounts (Question #16).

- The Area has received the current Comm-Net (11/19/08) indicating the DUI reimbursement amount of \$84, effective November 1, 2008. Although the Area Court Officer has the document on file he does not always verify the accuracy of the amount indicated on the CHP 735. Of the documents inspected, it was determined that previous revisions of the CHP 735 were utilized on a rare occasion.

Action Item #5 - Ensure the Area is utilizing a case monitoring system to track cases qualifying for the DUI Cost Recovery Program, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #20).

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- The Area does have a suspense system in place to facilitate the notification of convictions. In addition, the Area utilizes the CHP 735A that is generated by AIS. However, the Area is not utilizing a good monitoring system to track the processing of CHP 735's. The AIS contains valuable information that can be utilized for monitoring and tracking the following:
 1. Defendant Information (is currently entered into AIS by the Arresting Officer)
 2. Violation Information (is currently entered into AIS by the Arresting Officer)
 3. Court Information (no status or conviction updates are entered into AIS beyond initial filing)
 4. Fiscal Management Information (only some dates are entered into AIS)
(The Area is not consistent with the recording of this information).
 5. B.A.C. Test Results (only breath results are entered into AIS by the Arresting Officer)
(No additional updates on pending tests results or dates are entered).

Note: All of the fields above are available in the AIS that would allow the Area to generate a accurate CHP 735A Log. The AIS is not being utilized to record all of the information described above. The Area Court Officer is restricted to certain access of the system and only able to input and update limited information (735 received date and FMS processing date). Regardless of who is provided access, if all of the information was entered into AIS the officer responsible for processing CHP 735's could better access and monitor the information described above.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I concur with the findings and the action items will be completed by 06/19/2009. Training days will be scheduled by then for the next Area Training days.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline

The following action items will be corrected through a training process that will begin immediately. The first step will be to put a briefing item out that addresses the following action items. The second step will be to have the Court Officer utilize a time slot at the next training day to formally train the officers on these items. The third step will be to modify or create SOP that specifically address methods to correct

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the deficiencies. Lastly, we will suspense these corrections and insert them at future quaterly dates into the training/briefing book to refresh the officers/sergeants on these topics.

- **Action Item #1** – Priority will be made on DUI Collisions in regard to completion. Sergeants will have Officers nearing days off complete the report the same shift or next if available and will ensure it is completed prior to any leave.

The evidence officer will enter the B.A.C. results into the AIS for results of blood and urine tests when obtained and then immediately notify the Court Officers by e-mail. Then the Court Officer will enter the info into the AIS as to the date it is sent to FMS.

The Evidence Officer or the Felony Officer will regularly check suspended 735 cases and enter the information in the AIS. Upon learning of a conviction, they will immediately notify the Court Officers. Then the Court Officer will enter the info into the AIS as to the date it is sent to FMS. This procedure will continue until such time as the Court Officers can gain access to CCHRS or TCIS.

- **Action Item #2** – The Area has requested TCIS and is awaiting installation. We will obtain access to the CCHRS for the Court Officers. Until such time, the Evidence Officer or the Felony Officer will regularly check suspended 735 cases and enter the information in the AIS. Upon learning of a conviction, they will immediately notify the Court Officers by e-mail.
- **Action Item #3** – The requirements listed in action item 3 will be addressed immediately through briefing items and later with additional quarterly training.
- **Action Item #4** – The requirements listed in action item 4 will be addressed immediately through briefing items and later with additional quarterly training. Additionally, the Comm-net will be posted in the report writing room and the sergeants office.
- **Action Item #5** – The Court Officers will be allowed access to the AIS system to be able to enter the requisite items. The Special Duty Sergeant will conduct weekly audits to ensure compliance until such time as it appears consistent. The audits will then take place monthly.

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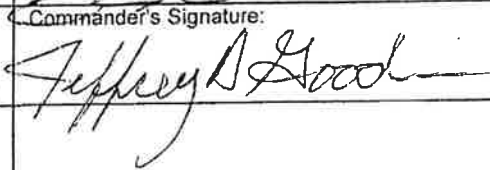
Command: West Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/13/2009

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures)	COMMANDER'S SIGNATURE 	DATE 8-3-09
	INSPECTOR'S SIGNATURE 	DATE
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

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CHAPTER 8
COMMAND DUI COST RECOVERY

Command: West Valley	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff #14924		Date: 05/13/2009
Assisted by: Officer Clifford Porter #16738		Date: 05/13/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Commander's Signature: 	Date: 06/12/09
BY: _____			
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. What are these procedures? This command has the area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Review Officer reviews the reports and ensures that a CHP 735 is attached when the criteria is met. The AI Review Officer then forwards the 735 to the Court Officer who reviews the CHP 735 for accuracy and time verification. As the Area Commander's designee, the Court Officer signs the CHP 735 before forwarding to the Fiscal Management Section (FMS).			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: West Valley Area S.O.P / Court Officer, Chapter 2.4.1.

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COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See question # 20 on monitoring the suspense system in AIS.
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 1.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 2.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #3
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 4.
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See question # 20 on monitoring.
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program?				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 5.

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21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by FMS.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned CHP 735's for corrections are reviewed by the Administrative Sergeant.

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Command: West Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/13/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division		
	Due Date: 06/22/09		
Chapter/Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On May 11 and May 12, 2009, the Southern Division Inspection Team conducted an inspection of the West Valley Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (18 documents) of the Area's CHP 735's for the previous twelve months were inspected. Due to some discrepancies in the time frames and reimbursable billing rates, an additional ten percent (36 total documents) were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A), generated by Area Information system (AIS), was utilized to verify the processing of the CHP 735's.

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The CHP 735 program is processed and monitored by the Area Court Officer as designated by Area Standard Operating Procedures (S.O.P.). The West Valley Court Officer assumed the position in November 2008. In addition to regularly assigned duties (court, filings, etc.), the Court Officer has a good understanding of the requirements of HPM 11.1, Chapter 20, and is fairly organized with paperwork files. The Court Officer is still attempting to learn all the capabilities (tracking, monitoring, etc.) of the Area Information System (AIS). Currently, the Court Officer is the final level of review for submitted CHP 735's and signs for the Area Commander. There is no additional review of submitted CHP 735's by supervision or management prior to processing to Fiscal Management Section (FMS).

The West Valley Administrative Sergeant assumed the position in May 2004. The Administrative Sergeant supervises the Court Officer position and completes the review of only disputed claims at the requests of Fiscal Management Section (FMS).

The West Valley Area Commander assumed the position in August 2008. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of CHP 735's is delayed based upon report completion, Accident Investigation review and supervisory review. Once the review is completed, the entire report and CHP 735 documentation is forwarded to the Area Court Officer for final review, processing and criminal filing. With an eight day time frame requirement for the completion of traffic collisions, the ten day requirement is not met on B.A.C. results received the day of arrest (Breath).
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Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section B), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #8).

- The Area Court Officer monitors the suspense file and criminal conviction status on a quarterly basis. The Area Court Officer does not have access to the court system (CCHRS or TCIS) to verify the conviction status on suspended CHP 735's. The AIS is not commonly utilized to record court status updates, including conviction status. Without proper input or monitoring of convictions or dismissals, the Court Officer cannot process the pending CHP 735's within the required time frame.

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Command: West Valley	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/13/2009

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Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

I concur with the findings and the action items will be completed by 06/19/2009. Training days will be scheduled by then for the next Area Training days.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

The following action items will be corrected through a training process that will begin immediately. The first step will be to put a briefing item out that addresses the following action items. The second step will be to have the Court Officer utilize a time slot at the next training day to formally train the officers on these items. The third step will be to modify or create SOP that specifically address methods to correct

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Command: West Valley	Division: Southern	Chapter: Eight (8)
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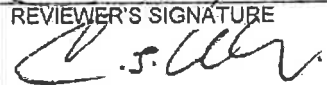
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The Evidence Officer or the Felony Officer will regularly check suspended 735 cases and enter the information in the AIS. Upon learning of a conviction, they will immediately notify the Court Officers. Then the Court Officer will enter the info into the AIS as to the date it is sent to FMS. This procedure will continue until such time as the Court Officers can gain access to CCHRS or TCIS.



- **Action Item #2** – The Area has requested TCIS and is awaiting installation. We will obtain access to the CCHRS for the Court Officers. Until such time, the Evidence Officer or the Felony Officer will regularly check suspended 735 cases and enter the information in the AIS. Upon learning of a conviction, they will immediately notify the Court Officers by e-mail.
- **Action Item #3** – The requirements listed in action item 3 will be addressed immediately through briefing items and later with additional quarterly training.
- **Action Item #4** – The requirements listed in action item 4 will be addressed immediately through briefing items and later with additional quarterly training. Additionally, the Comm-net will be posted in the report writing room and the sergeants office.
- **Action Item #5** – The Court Officers will be allowed access to the AIS system to be able to enter the requisite items. The Special Duty Sergeant will conduct weekly audits to ensure compliance until such time as it appears consistent. The audits will then take place monthly.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/12/09
	INSPECTOR'S SIGNATURE 	DATE 6-10-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/22/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
- SPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command 565 West LA	Division Southern	Number Chapter 8
Evaluated by: Justine Lam		Date 5/14/09
Assisted by:		Date

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Follow-Up Inspection BY _____				Lead Inspector's Signature  Commander's Signature:  Date: 6-15-9	
For applicable policies, refer to HPM 11.1, Chapter 6.					
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.					
1	Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2	Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3	When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4	Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5	Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6	Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7	Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8	Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9	Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10	Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were over \$50,000
11	Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services

STATE OF CALIFORNIA
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SPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed required the inclusion of the indemnification clause
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are several existing contracts in place with some governmental agencies. If no contract has been entered, then an agreement (CHP465) is attached

STATE OF CALIFORNIA
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INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEL, MAZEEL, extraordinary protective services, and special projects) within 5 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item #1
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No extraordinary protective services agreements were reviewed
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

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INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEED/MAZEED)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A copy is due to the Division by the 15 th of each month. The due date is delayed because the overtime report does not get printed by Headquarters until the 9 th .
47. Are all COZEED/MAZEED reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks
48. Are all COZEED/MAZEED reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved, the CHP71 is attached to the OT report.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Not handled at Area/Division level
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All checks made to CHP-
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands can not track this information.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: 565 West LA	Division: Southern	Chapter: 8
Inspected by: Justine Lam		Date: 5/14/09

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 6	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 6/22/09		

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

On May 14 2009, Southern Division conducted an inspection on West Los Angeles Area's reimbursable services. The review was done by inspecting ten documents of the Area's reimbursable services for the period of May 1, 2008 to April 30, 2009 and assessing them for compliance to Highway Patrol Manual (HPM) 11.1, Chapter 6.

West Los Angeles Area's reimbursable services is handled by the Area Overtime Coordinator, Officer Ana Markey as designated by the Area Standard Operating Procedures (SOP). Officer Ana Markey has assumed this position for approximately four years. It was apparent during this inspection that Officer Ana Markey had good knowledge of the policies and procedures relating to reimbursable services.

After completion of the CHP 465 and 467, Officer Ana Markey forwards the documents to the commander for review and signature.

ACTION ITEMS

Action Item #1

Question 18: Is a CHP466 maintained?

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Command: 565 West LA	Division: Southern	Chapter: 8
Inspected by: Justine Lam		Date: 5/14/09

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

Note: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

One out of ten documents reviewed had an error on the CHP465 form. On Line item #9, the deposit collected should only be written if a check was collected by the Area. It was identified that several CHP 465's indicated a check had been collected by the Area when in fact it was paid directly to Division.

One out of ten documents reviewed had a coding error on the 415s (see highlighted fields in attachment 1). SPC807 (cozeep) was used instead of SPC63 (other special event). Per HPM 11.1, Chapter 6, paragraph 10b, the correct SPC needs to be used for billing purposes.

One out of ten documents reviewed had an error on the 415 where the mileage field was left blank. Mileage amount needs to be indicated for billing and reconciliation purposes.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Area will immediately implement the use of a CHP 466. The Area's Overtime Coordinator was part of the inspection team and now has a more thorough understanding of what is required. She will work with the Administrative Lieutenant in implementing the changes necessary to ensure compliance with 415 documentation relative to reimbursable overtime. These findings will also be discussed with the Area Supervisors at the next Area Staff Meeting.

Several other minor discrepancies were noted that were not part of the Chapter 8 checklist. Those errors can be avoided in the future by a more careful review of the reconciliation reports and the associated CHP 415s.

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: 565 West LA	Division: Southern	Chapter: 8
Inspected by: Justine Lam		Date: 5/14/09

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

N/A

Required Action

Corrective Action Plan/Timeline

See Commander's response.


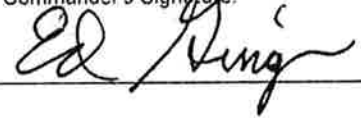
<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-15-09
	INSPECTOR'S SIGNATURE 	DATE 6-11-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/22/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY

Command: West LA	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 05/15/2009
Assisted by: Officer Clifford Porter # 16738		Date: 05/15/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:	
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level		
<input type="checkbox"/> Office of Inspections	<input type="checkbox"/> Voluntary Self-Inspection		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-15-9
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks:			
2. What are these procedures?			
<p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 A section. The officer may utilize the conditions of the CHP 735 B section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Review Officer reviews the reports and ensures that a CHP 735 is attached when the criteria is met. The Sergeant on duty then reviews the Arrest report along with the CHP 735, verifying the CHP 735 meets the required criteria. The report along with the CHP 735 is then forwarded to the CHP 735 Officer who reviews the CHP 735 for accuracy and time verification before forwarding the CHP 735 to the Area Lieutenant for approval. Once the Area Lieutenant signs and returns the CHP 735, the CHP 735 officer forwards the reports to Fiscal Management Section (FMS).</p>			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks:			
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remarks:			

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COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 1.
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test of drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of \geq.08% were received • The date of BAC results of \geq.04% were received for a commercial driver 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 2.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $<$.08% was obtained 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
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SECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 3.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? N/A, Currently utilizing the CHP 735 A document for tracking the DUI Cost Recovery Program.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 4.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 4.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by FMS.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section:				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned 735's for corrections are reviewed by the Administrative Sergeant.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: West L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/15/2009

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Ten (10) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:
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Inspector's Findings:

On May 14, 2009, the Southern Division Inspection Team conducted an inspection of the West Los Angeles Area. The scope of the inspection included the Driving Under the Influence Cost Recovery Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Due to the number of total CHP 735's prepared over the past twelve months, ten percent (5 documents) would not have been sufficient. A minimum of ten documents of the Area's CHP 735's for the previous twelve months were inspected. Due to some discrepancies in the processing of B.A.C. results and identifiable billing activity on the CHP 415's, an additional ten documents were inspected. In addition, the Case Log – DUI Cost Recovery Program (CHP 735A) was utilized to verify the tracking and processing of the CHP 735's.

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Command: West L.A.	Division: Southern	Chapter: Eight (8)
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The CHP 735 program is currently being processed and monitored by Area Community Oriented Policing Officer T. Johnson, #17339 (C.O.P.S. Team). The Area Overtime Coordinator was previously assigned this task for the past month and prior to that time the program was processed by the Area Office Assistant. The Area Standard Operating Procedures (S.O.P.) still indicates the responsibility of the CHP 735 program is with the Area Office Assistant and has yet to be revised.

Officer T. Johnson assumed the position on Monday May 11, 2009. In addition to her regularly assigned duties, the officer is currently attempting to learn and understand the requirements of HPM 11.1, Chapter 20, and is well organized with paperwork files. Currently, the Area Lieutenant is the final level of review for submitted CHP 735's and signs for the Area commander, before forwarding to Fiscal Management Section (FMS).

The West Los Angeles Administrative Sergeant assumed the position in April 2004. The Administrative Sergeant completes the review of only disputed claims at the requests of Fiscal Management Section (FMS).

The West Los Angeles Area Commander assumed the position in January 2008. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area Commander has instructed Sergeant's in the Area to monitor and ensure CHP 735's are processed when required criteria are met.

ACTION ITEMS

Action Item #1 – Ensure all CHP 735's are forwarded to Fiscal Management Section properly with completed criteria in either Section A or Section B of the form, in accordance with departmental policy; HPM 11.1, Chapter 20 (Question #5).

- The CHP 735's with B.A.C. results (Blood) were being suspended and not processed within the ten day time frame from the date the B.A.C. results were obtained. The above mentioned forms were being changed to Section B of the form and therefore not being processed to FMS until after a conviction was obtained.

Action Item #2 – Ensure all CHP 735's are processed and forwarded to Fiscal Management Section within ten (10) business days of the established criteria (CHP 735 – Section A), in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #7).

- It was determined that the processing of CHP 735's is delayed based upon the reason explained in Action Item #1. Certain CHP 735's with B.A.C. (Blood) results were in the suspense file and others were not forwarded to FMS until after a conviction was obtained. Due to the aforementioned, a number of CHP 735's (Section A = Blood B.A.C. results) were not processed within the required ten day time frame.

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Action Item #3 – Ensure the CHP 415 indicates billable DUI time and that the time is listed in the notes section of the CHP 415 and broken down by specific activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #13).

- The Area CHP 735 Officer ensures all time indicated on a submitted CHP 735 corresponds with an attached CHP 415 for that incident. However, many of the CHP 415's attached do not indicate what billable activity is recorded on the CHP 735 as required. Some of the CHP 415's indicated billable activity time by highlighting the activity time corresponding with the CHP 735. Although the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 3 hours = Response/DUI TC/Booking/Paperwork) and are not easily recognizable and/or verifiable.
- The Area Field Training Officers (FTO's) attach their CHP 415's with the Trainee's for submission with the CHP 735. Although, their time is not specifically designated as a supervisor or Officer in Charge, the time is not itemized on the CHP 415. Instead, all time on the CHP 415 indicates FTO under the activity time, with no corresponding time to verify with the CHP 735.

Action Item #4 – Ensure cases not resulting in a conviction within 12 months after submission to the District Attorney are closed out after court verification of case status (Question #21 and #22).

- It was determined that CHP 735's pending convictions are placed in a suspense file. All CHP 735's pending disposition are placed in this file, including those beyond the 12 month processing time frame. Currently there is no process for identifying or determining case status for those beyond the 12 month requirement.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

The findings of the inspection are accurate. The Area had recently conducted it's own independent review of the CHP 735 process and as a result realigned some special duty functions. Part of this realignment included moving the processing of CHP 735's from the clerical unit to one of the special duty officers (Area Overtime/Field Support). This change will enhance the timeliness and accuracy of the CHP 735's. Along with that change the following action items have been addressed as follows:

Action Item #1, 2 & 3 – Area will ensure all personnel are thoroughly trained in the completion of the CHP 735. This will include the discrepancies identified in Action Items 1-3, as they relate to the field officer. This will be accomplished through a briefing item (which has already been prepared and placed in the briefing book) and at the next area training day. Additionally, the CHP 735 officer will review this report as well as policy contained HPM 11.1, Chapter 20. This will ensure the appropriate section (A or B) is being checked and forms are processed in the required time frames. Area administrative sergeant will conduct periodic inspections of CHP 735s to ensure compliance with policy. Area management will also discuss this report with the sergeants at the next Area staff meeting to ensure their review of future CHP 735s is thorough and complete.

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Command: West L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/15/2009

Action Item #4 – The Area CHP 735 officer will perform a check at a minimum of once per week, on a day to be pre-determined, for case status of CHP 735s that are pending disposition. CHP 735's that are beyond the 12 month time frame and still have no conviction data will be closed and placed in a separate file. The CHP 735a, Case Log, will be updated appropriately. Additionally, the CHP 735 officer is scheduled for Consolidated Criminal History Records System (CCHRS) training in July.

The Area Standard Operating Procedure will be updated to indicate that the responsibility for processing CHP 735's lies with the Community Oriented Policing Officer.

Also, these findings and the corrective actions will be discussed at the next Area staff meeting to ensure the Supervisory team is well informed and compliance is maintained.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

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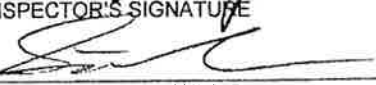

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Command: West L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/15/2009

Required Action

Corrective Action Plan/Timeline

See Commander's response.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-15-9
	INSPECTOR'S SIGNATURE 	DATE 6-11-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/22/09

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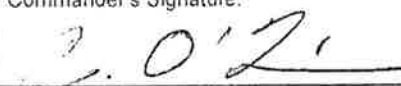
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Command: South LA	Division: Southern	Number: Eight (8)
Evaluated by: Sgt. Michael Stefanoff # 14924		Date: 05/19/2009
Assisted by: Officer Clifford Porter # 16738		Date: 05/19/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-12-09
For applicable policies, refer to HPM 11.1, Chapter 20.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
2. What are these procedures? <p>This command has the Area Accident Investigation Officer verify that the Cost Recovery Criteria has been met with an arrest for a violation of California Vehicle Code section 23152 or 23153. He/she also determines if the arrested party caused a response to an incident and has a supporting Blood Alcohol Concentration Test (BAC Test) with a result of .08% or greater, meeting the criteria for the CHP 735 "A" section. The officer may utilize the conditions of the CHP 735 "B" section in the case of a BAC Test that returns under the .08%, a refusal to take the BAC Test, or a chemical test that is for drugs only. The Accident Investigation Officer gives the CHP 735 to the on duty Sergeant for review. The on-duty Sergeant reviews the CHP 735 for accuracy, separates the CHP 735 from the report and forwards the CHP 735 to the Evidence Officer. The Evidence Officer relies on the Sergeants review as the final review of the CHP 735. As the Area Commander's designee, the Evidence Officer signs the CHP 735 and forwards the CHP 735 to the Fiscal Management Section (FMS) without any further review.</p>			
3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks:
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: South Los Angeles Area S.O.P. / Evidence Officer II-1.1 C. 5. (b).

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COMMAND DUI COST RECOVERY

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul style="list-style-type: none"> • A Blood Alcohol Content (BAC) under .08% • A chemical test is positive for drugs only • There is no supporting BAC test or drug test (i.e., a refusal) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? <ul style="list-style-type: none"> • The date of BAC results of $\geq .08\%$ were received • The date of BAC results of $\geq .04\%$ were received for a commercial driver 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? <ul style="list-style-type: none"> • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of $< .08\%$ was obtained 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None Inspected.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: 415's not attached in all cases. Action Item #1

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COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 1.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? <ul style="list-style-type: none"> • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Action Item # 2.
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The CHP 735A is not utilized. See Question # 19
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? In January 2009, the South Los Angeles Administrative Sergeant created a spreadsheet on Microsoft Excel. The spreadsheet is used for tracking and monitoring the CHP 735 information. The Area Evidence Officer is in charge of updating the spreadsheet and monitoring the cases on the spreadsheet that are pending or outdated.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? <ul style="list-style-type: none"> • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: As of January 2009, CHP 735's are monitored by the new spreadsheet. Prior to January 2009, there was no log or monitoring system in place to track and monitor the CHP 735's.

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COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Processed by FMS.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All returned CHP 735's for corrections are reviewed by the Area Administrative Sergeant.

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Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/18/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Twelve (12) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

The Area Evidence Officer has an outstanding suspense system for processing the CHP 735's that are pending chemical test results. The Evidence Officer is currently responsible for processing the CHP 735's and chemical test results submitted into evidence. The CHP 735 is attached to the CHP 36 form until the test results are received from the crime lab. Once the test results are received, the CHP 735 is updated and processed the same day. The completed CHP 735 is then forwarded to Fiscal Management Section (FMS) within the required time frame.

Command Suggestions for Statewide Improvement:

Area recommends the CHP 735 form be revised as follows:
BAC RESULTS RECEIVED DATE should read *BAC RESULTS and (TEST GIVEN) / DATE RESULTS RECEIVED*. This will improve the efficiency of CHP 735 processing.

Area recommends the following policy revision:

Due to the unavailability of the court case number for the suspect for an officer to enter on the CHP 415 for activity related to a CHP 735 DUI arrest, HPM 11.1, Chapter 20 should be revised to no longer require this information. Compliance with this policy as written is relatively impossible.

Inspector's Findings:

On May 18, 2009, the Southern Division Inspection Team conducted an inspection of the South Los Angeles Area. The scope of the inspection included the Driving Under the Influence Cost Recovery

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Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (38 documents) of the Area's CHP 735's for the previous twelve months were inspected. In addition, the Area's Case Log (Excel spreadsheet) is currently being utilized in lieu of a CHP 735A (DUI Cost Recovery Program – Case Log). The Area Log has been utilized for tracking and processing of the CHP 735's since January 2009.

The CHP 735 program is currently being processed and monitored by the Area Evidence Officer. The Area Evidence Officer assumed the position in October 2004. In addition to regularly assigned duties the Area Evidence Officer has a solid understanding of the requirements of HPM 11.1, Chapter 20, and is efficient and organized with paperwork files. Currently, the on-duty supervisor (sergeant) is the final level of review for the CHP 735's. After review, the CHP 735 is forwarded to the Evidence Officer for processing. The Evidence Officer does not complete any additional review of the CHP 735. The Evidence Officer signs the CHP 735 for the Area Commander before forwarding to Fiscal Management Section (FMS).

The South Los Angeles Administrative Sergeant assumed the position in May 2008. The Administrative Sergeant supervises the Evidence Officer position and completes the review of only disputed claims at the requests of Fiscal Management Section (FMS).

The South Los Angeles Area Commander assumed the position in July 2007. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area has a well defined process for submission of CHP 735's as outlined in an April 1997 briefing item. However, the Area has not re-briefed this procedure with the command or included it as part of the Area Standard Operating Procedure (S.O.P.) since that time.

ACTION ITEMS

Action Item #1 – Ensure the CHP 415 indicates billable DUI time and that the time is listed in the notes section of the CHP 415 and broken down by specific activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Questions #12 and #13).

- The on-duty sergeant is responsible for ensuring each officer indicated on a submitted CHP 735 also attaches their CHP 415 for that incident as well. However, many of the CHP 415's attached do not indicate what billable activity is recorded on the CHP 735 as required. Some CHP 415's indicate billable DUI activity by blocking out any activity not associated with the CHP 735. Although the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 3 hours = Response/DUI TC/Booking/Paperwork) and are not easily recognizable and/or verifiable.
- Once the CHP 735 is reviewed, it is forwarded to the Evidence Officer for processing. The Evidence Officer does not complete any additional review prior to submitting it to FMS. Other

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than the CHP 735's being placed in a designated box, there is no verification (initials, signature or date) of review by the on-duty sergeant. In addition, some review of the CHP 415's, associated with the CHP 735's may be completed through the C.A.R.S. system and therefore not attached to the CHP 735. This specific procedure has been addressed in the past, however the briefing item is outdated (April 1997).

Action Item #2 – Ensure staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery are included in the CHP 735, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #14).

- The Area Field Training Officers (FTO's) attach their CHP 415's with the Trainee's for submission with the CHP 735. Although, their time is not specifically designated as a supervisor or Officer in Charge, the time is not itemized on the CHP 415. There is no ability to verify if activity being completed by the FTO meets the criteria for DUI cost recovery. Instead, all time on the CHP 415 indicates "FTO" with no corresponding time to verify with the CHP 735.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

See corrective Action Plan/Timeline

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

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Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/18/2009

Required Action

Corrective Action Plan/Timeline

These steps have been implemented upon review of this report, and changes and updates provided to officers via briefing item.

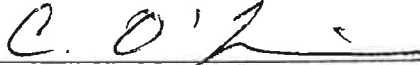
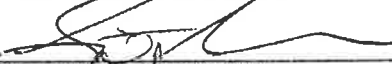
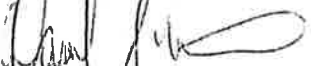
Action item #1

Billable time will be documented for each DUI incident with the in-custodies name on the CHP 415. The court case number can not be included because it has not been generated. Area will break down and document specific activities performed on CHP 735 documents. Activity not related to the CHP 735 DUI case will be redacted from the CHP 415 and attached to the CHP 735.

Supervisors will review and approve CHP 735 reports for billing and activity accuracy before routing them for processing by the evidence officer.

Action Item #2


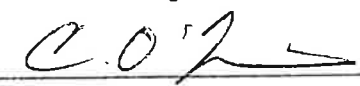
Training Officers and Supervisor's will list their specific activities and times on their CHP 415's as it relates to CHP 735 DUI incidents so their time can be verified for billing purposes.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-12-09
	INSPECTOR'S SIGNATURE 	DATE 6-11-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/24/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: South L.A.	Division: Southern	Number: Eight (8)
Evaluated by: Officer Ana Markey #17290		Date: 05/18/2009
Assisted by: Justine Lam		Date: 05/18/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Office of Inspections <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 		
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-Up Inspection BY: _____	Commander's Signature: 	Date: 6-12-09	
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
2. Does the billing rate include mileage and other expenses such as uniform or equipment damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Are traffic control services less than \$50,000 approved by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed none were over \$50,000.
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Of the documents reviewed, none were protective services.

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
 CHAPTER 8
 COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance deposits.

12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Questions 18 through 31 pertain to the preparation of agreements.

18. Is a CHP 466 maintained?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
22. Are sequential numbers not matching Billing Memorandums reconciled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
23. Is the original RSA signed and filed at Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None of the documents reviewed were over \$50,000.
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided.				
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No outside training has been provided by the Area.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are copies of CHP 467 forms forwarded to the next level of review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #1
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
38. Are outstanding items being inspected and resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Out of the documents that were reviewed, none were protective services.
40. Is a reimbursable special project code obtained on every contractual service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See action item #2
44. Are overtime reports approved and dated by the commander after reconciling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per policy Southern Division overtime reports are due by

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INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

				the 15 th of the month.
47. Are all COZEED/MAZEED reports forwarded to Division by the 15 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Are all COZEED/MAZEED reports approved by Division and forwarded to FMS by the 30 th of the month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: None inspected. In the rare occasion non-uniformed time is involved the CHP 71 is attached to the OT report
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all payments made directly to FMS?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Commands do not receive information from Headquarters regarding delinquent accounts. Therefore commands cannot track this information.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 1 of 4

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

Inspector's Findings:

On May 18, 2009, the Southern Division Inspection Team conducted an inspection of the South Los Angeles Area. The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 11.1 (HPM), Chapter 6. Ten percent (13 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected.

South L.A.'s reimbursable services is handled by the Area Overtime Coordinator, Officer Mario Staats as indicated in the Area Standard Operating Procedures (SOP). Officer Staats has assumed this position for approximately 5 years.

After completion of the CHP 465 and 467, Officer Mario Staats forwards the documents to the commander for review and signature.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

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ACTION ITEMS

Action Item #1

Question 18: Is a CHP466 maintained?

Question 20: Is the CHP466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?

Question 21: Are all sequential numbers accounted for when reconciling with the Billing Memorandum?

Question 22: Are sequential numbers not matching Billing Memorandums reconciled?

Question 36: Is a copy of the command's Reimbursable Services Control Log forwarded or emailed to the Division Coordinator at the end of each month?

- The log was neither reconciled nor forwarded to Southern Division as there was no CHP 466 (R# Log) maintained by the Area.

Action Item #2

Are all corrections noted on the overtime report(s)? (Question #43).

- Area did not note inaccuracies of miles or hours to the Cozeep and Mazeep reports. See attached documents.

Notes: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

While inspecting the Area's Cozeep and Mazeep Reconciliation reports I noted discrepancies in the Officers reported hours and miles. Reports would be easier to reconcile and more accurate if 415s were attached to the report. See attached documents.

The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents.

On the CHP462 form (#9 line item), the deposit collected should only be written if a check was collected by the Area. See attached documents. It was identified that several CHP 465's indicated a check had been collected by the Area when in fact it was paid directly to Division.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

See Corrective Action Plan/Timeline

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

one.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

age 4 of 4

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18/2009

Required Action

Corrective Action Plan/Timeline

These issues were resolved upon review of the inspection document.

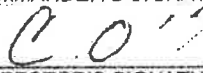
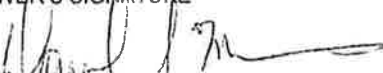
Action Item #1 - Area had relied on Division's CHP 466 to track R#'s, but has now established an Area Level CHP 466 as required by policy.

Action Item #2 – Area will attach copies of CHP 415's to reimbursable contracts to insure accuracy of information concerning hours and miles driven.

Noted Items:

Officer Staats has been instructed to enter the amount that was "Pre-paid" to Division, on the CHP 465 & CHP 467 where appropriate. Also, Officer Staats was instructed to enter the statement "Detail was pre-paid to (whomever it was paid to). No check was collected on scene," in the "reason why advanced deposit was not collected" box on the CHP 467.

...the amount received will no longer be entered on the CHP 465 or CHP 467 unless the Area physically receives a check.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6/11/09
	INSPECTOR'S SIGNATURE 	DATE 6/11/09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 6/24/09

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 5

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Eighteen (18) Hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

Inspector's Findings:

On May 18, 2009, the Southern Division Inspection Team conducted an inspection of the South Los Angeles Area. The scope of the inspection included the Command Reimbursable Services. The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 11.1 (HPM), Chapter 6. Ten percent (13 documents) of the Area's Reimbursable Services documents for the previous 12 months were inspected.

South L.A.'s reimbursable services is handled by the Area Overtime Coordinator, Officer Mario Staats as indicated in the Area Standard Operating Procedures (SOP). Officer Staats has assumed this position for approximately 5 years.

After completion of the CHP 465 and 467, Officer Mario Staats forwards the documents to the commander for review and signature.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 5

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

ACTION ITEMS

Action Item #1

Is a CHP466 Maintained? (Questions #18, #20 and #36)

- No CHP466, R# Log was maintained by the Area.

Action Item #2

Are all corrections noted on the overtime report(s)? (Question #43).

- Area did not note inaccuracies of miles or hours to the Cozeep and Mazeep reports. See attached documents.

Notes: The following items were not part of the Chapter 8 checklist however the discrepancies below were identified during the inspection:

While inspecting the Area's Cozeep and Mazeep Reconciliation reports I noted discrepancies in the Officers reported hours and miles. Reports would be easier to reconcile and more accurate if 415s were attached to the report. See attached documents.

The counter receipt number (on form CHP251) and the R# assigned to the detail were not written on the checks collected. Per HPM 11.1, Chapter 4, paragraph 8a. (6). the counter receipt number needs to be indicated on the check. See attached documents.

On the CHP462 form (#9 line item), the deposit collected should only be written if a check was collected by the Area. See attached documents. It was identified that several CHP 465's indicated a check had been collected by the Area when in fact it was paid directly to Division.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 4 of 5

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

Required Action
Corrective Action Plan/Timeline

These issues were resolved upon review of the inspection document.

Action Item #1 - Area had relied on Division's CHP 466 to track R#'s, but has now established an Area Level CHP 466 as required by policy.

Action Item #2 – Area will attach copies of CHP 415's to reimbursable contracts to insure accuracy of information concerning hours and miles driven.

Noted Items:

Officer Staats has been instructed to enter the amount that was "Pre-paid" to Division, on the CHP 465 & CHP 467 where appropriate. Also, Officer Staats was instructed to enter the statement "Detail was pre-paid to (whomever it was paid to). No check was collected on scene," in the "reason why advanced deposit was not collected" box on the CHP 467.

The amount received will no longer be entered on the CHP 465 or CHP 467 unless the Area physically receives a check.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Officer Ana Markey		Date: 05/18.2009

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE	DATE
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 5

Command: South L.A.	Division: Southern	Chapter: Eight (8)
Inspected by: Sgt. Michael Stefanoff, #14924		Date: 05/18/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Twelve (12) hours	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Southern Division Due Date: 06/22/09		
Chapter Inspection: Eight (8) – Command DUI Cost Recovery			
Inspector's Comments Regarding Innovative Practices:			

The Area Evidence Officer has an outstanding suspense system for processing the CHP 735's that are pending chemical test results. The Evidence Officer is currently responsible for processing the CHP 735's and chemical test results submitted into evidence. The CHP 735 is attached to the CHP 36 form until the test results are received from the crime lab. Once the test results are received, the CHP 735 is updated and processed the same day. The completed CHP 735 is then forwarded to Fiscal Management Section (FMS) within the required time frame.

Command Suggestions for Statewide Improvement:

Area recommends the CHP 735 form be revised as follows:
BAC RESULTS RECEIVED DATE should read *BAC RESULTS and (TEST GIVEN) / DATE RESULTS RECEIVED*. This will improve the efficiency of CHP 735 processing.

Area recommends the following policy revision:
Due to the unavailability of the court case number for the suspect for an officer to enter on the CHP 415 for activity related to a CHP 735 DUI arrest, HPM 11.1, Chapter 20 should be revised to no longer require this information. Compliance with this policy as written is relatively impossible.

Inspector's Findings:

On May 18, 2009, the Southern Division Inspection Team conducted an inspection of the South Los Angeles Area. The scope of the inspection included the Driving Under the Influence Cost Recovery

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Program (CHP 735). The inspection was conducted in accordance with the Command Inspections Manual, Highway Patrol Manual 22.1 (HPM), Chapter 8. Ten percent (38 documents) of the Area's CHP 735's for the previous twelve months were inspected. In addition, the Area's Case Log (Excel spreadsheet) is currently being utilized in lieu of a CHP 735A (DUI Cost Recovery Program – Case Log). The Area Log has been utilized for tracking and processing of the CHP 735's since January 2009.

The CHP 735 program is currently being processed and monitored by the Area Evidence Officer. The Area Evidence Officer assumed the position in October 2004. In addition to regularly assigned duties the Area Evidence Officer has a solid understanding of the requirements of HPM 11.1, Chapter 20, and is efficient and organized with paperwork files. Currently, the on-duty supervisor (sergeant) is the final level of review for the CHP 735's. After review, the CHP 735 is forwarded to the Evidence Officer for processing. The Evidence Officer does not complete any additional review of the CHP 735. The Evidence Officer signs the CHP 735 for the Area Commander before forwarding to Fiscal Management Section (FMS).

The South Los Angeles Administrative Sergeant assumed the position in May 2008. The Administrative Sergeant supervises the Evidence Officer position and completes the review of only disputed claims at the requests of Fiscal Management Section (FMS).

The South Los Angeles Area Commander assumed the position in July 2007. It is apparent that the Area commander has taken an active role in the management and importance of the Area's DUI Cost Recovery Program. The Area has a well defined process for submission of CHP 735's as outlined in an April 1997 briefing item. However, the Area has not re-briefed this procedure with the command or included it as part of the Area Standard Operating Procedure (S.O.P.) since that time.

ACTION ITEMS

Action Item #1 – Ensure the CHP 415 indicates billable DUI time and that the time is listed in the notes section of the CHP 415 and broken down by specific activity when the CHP 415 includes more than one activity. In addition, the arrestees name and case number shall be included on the CHP 415 in accordance with departmental policy, HPM 11.1, Chapter 20 (Questions #12 and #13).

- The on-duty sergeant is responsible for ensuring each officer indicated on a submitted CHP 735 also attaches their CHP 415 for that incident as well. However, many of the CHP 415's attached do not indicate what billable activity is recorded on the CHP 735 as required. Some CHP 415's indicate billable DUI activity by blocking out any activity not associated with the CHP 735. Although the billable hours are itemized on the CHP 735, many of the same hours are placed under one block of time (ex: 3 hours = Response/DUI TC/Booking/Paperwork) and are not easily recognizable and/or verifiable.
- Once the CHP 735 is reviewed, it is forwarded to the Evidence Officer for processing. The Evidence Officer does not complete any additional review prior to submitting it to FMS. Other

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than the CHP 735's being placed in a designated box, there is no verification (initials, signature or date) of review by the on-duty sergeant. In addition, some review of the CHP 415's, associated with the CHP 735's may be completed through the C.A.R.S. system and therefore not attached to the CHP 735. This specific procedure has been addressed in the past, however the briefing item is outdated (April 1997).

Action Item #2 – Ensure staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery are included in the CHP 735, in accordance with departmental policy, HPM 11.1, Chapter 20 (Question #14).

- The Area Field Training Officers (FTO's) attach their CHP 415's with the Trainee's for submission with the CHP 735. Although, their time is not specifically designated as a supervisor or Officer in Charge, the time is not itemized on the CHP 415. There is no ability to verify if activity being completed by the FTO meets the criteria for DUI cost recovery. Instead, all time on the CHP 415 indicates "FTO" with no corresponding time to verify with the CHP 735.

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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Required Action
Corrective Action Plan/Timeline

These steps have been implemented upon review of this report, and changes and updates provided to officers via briefing item.

Action item #1

Billable time will be documented for each DUI incident with the in-custodies name on the CHP 415. The court case number can not be included because it has not been generated. Area will break down and document specific activities performed on CHP 735 documents. Activity not related to the CHP 735 DUI case will be redacted from the CHP 415 and attached to the CHP 735.

Supervisors will review and approve CHP 735 reports for billing and activity accuracy before routing them for processing by the evidence officer.

Action Item #2

Training Officers and Supervisor's will list their specific activities and times on their CHP 415's as it relates to CHP 735 DUI incidents so their time can be verified for billing purposes.

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<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE	DATE
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE